

DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) Williams, Jacob	Rank / Grade SPC/E-4	Social Security No. 123-45-6789	Date of Counseling 6 Sep 02
Organization HHC, Your Unit, APO AE 09123		Name and Title of Counselor SGT Smith, Joseph / Squad Leader	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

This is your PLDC Counseling. You are scheduled to attend PLDC Class 0211 beginning 5 Nov, 2002 in Vilseck, GE. You are number 6 on the Bn OML.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

- o **PLDC Check list:**
 - o *Reviewed*
- o **Diagnostic APFT**
- o **Weak areas needing practice (D&C, PT, Land NAV)**
- o **Securing equipment needed for PLDC (Mask, Compass, Protractor)**
- o **Packing list**
 - o *Equipment layout*
- o **Items allowed and not allowed to take**
- o **Obtaining meal card and TDY orders**
- o **Mode of transportation to and from PLDC**
- o **Taking leave prior to or after PLDC**
- o **Securing personal property and equipment**
 - o *Storage of POV*
- o **Paying bills**

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

- o Obtain a copy of the PLDC check list from battalion S3 this week,*
- o Prepare equipment and required items for inventory within 3 weeks*
- o Prepare to take a diagnostic PT test within 30 days and prepare to conduct company PT for one week,*
- o Attend Land NAV classes and go through the course at least twice prior to PLDC.*
- o Practice DELC with the platoon for the next two weeks.*
- o Pick up meal card and TDY orders from the battalion.*
- o Submit leave request through the chain-of-command*
- o Obtain schedule of transportation to and from PLDC.*
- o Pack all personal belongings in wall locker one day prior to departure for PLDC in order for Supply SGT to band it.*
- o Secure POV one day prior to departure for PLDC (either the battalion will store it or the soldier will make other arrangements to store it).*

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / ~~disagree~~ with the information above

Individual counseled remarks:

Signature of Individual Counseled: Jacob Williams Date: 6 Sep 02 .

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action):

Provide a recent graduate from PLDC as a sponsor to the soldier. Assist the soldier in the areas of DELC, giving PT, and Land NAV by scheduling the soldier to give PT, march soldiers and practice DELC, and schedule the soldier for land NAV courses. Give the soldier a diagnostic APFT prior to the scheduled battalion APFT. Have the soldier layout his/her clothing and equipment and turn in all equipment that is not serviceable or does not fit properly prior to the battalion layout. Assist the soldier in securing personal property and POV for the duration of school. Schedule an appointment with the 1SG and BN CSM for their briefings. I will attend PLDC graduation on 1 Dec 02.

Signature of Counselor: Joseph Smith Date: 6 Sep 02 .

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____ .

Note: Both the counselor and the individual counseled should retain a record of the counseling.